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MEMORANDUM

Date: December 8, 2009

To: Manager
Social Security Administration
Burlington, Iowa

From: Lola McKinnon
Social Security Administration
Region VII, Facilities

Subject: Asbestos Re-inspection Report

Refer To:

Please see the attached Asbestos Re-inspection Report for the Burlington, Iowa field office located at 3012 Division Street, Burlington, Iowa. In previous asbestos inspections, joint compound on the walls throughout the office, sink undercoating in the multi-purpose room and fire doors throughout the office were found or assumed to contain asbestos. During this inspection the thermal system insulation pipe elbows in the mechanical room and white caulking on the door jams throughout the office were also found to contain asbestos.

This report has been provided to GSA for distribution to the lessor and to the regional labor management representative for distribution to the local union health and safety representative. Please review the Operations and Maintenance Plan (O&M) which is included for this office. The O&M plan must be utilized to ensure proper management of identified asbestos. A contractor notification/work order form is included to document requisite asbestos training and work practices when applicable.

Any repair/disturbance of the asbestos-containing materials should be through work order, by trained personnel, after hours. If you have questions or need additional information, please contact me at 816-936-5512 or at lola.mckinnon@ssa.gov.

Attachment:
Asbestos Re-inspection Report
Operations & Maintenance Plan
Contractor notification/work order form

cc: GSA Property Management Director ✓
SSA Region VII, Labor Relations



FOH

Federal Occupational Health



ASBESTOS REINSPECTION

SOCIAL SECURITY ADMINISTRATION
BURLINGTON FIELD OFFICE
3012 DIVISION STREET
BURLINGTON, IA 52601

SOCIAL SECURITY ADMINISTRATION CODE 699
GSA BUILDING NUMBER IA0115

Survey Date:

JUNE 25, 2009

Prepared by:

UNITED STATES PUBLIC HEALTH SERVICE
FEDERAL OCCUPATIONAL HEALTH SERVICE
DALLAS AREA OFFICE
1301 YOUNG STREET, SUITE 772
DALLAS, TX 75202

A. EXECUTIVE SUMMARY

On June 25, 2009, Manesh Patel, accredited asbestos inspector representing the U.S. Public Health Service Federal Occupational Health, conducted an asbestos reinspection at the Burlington Field Office (Social Security Administration Code 699 (GSA building number IA0115) located at 3012 Division Street in Burlington, IA 52601. The asbestos reinspection included the visual examination of all Social Security Administration occupied space, bulk sampling suspect materials, and analysis of suspected asbestos-containing building material identified at the facility. Eleven building materials suspected of containing asbestos were identified that included: ceiling tiles, wallboard, joint compound, wall vinyl base cove and associated adhesive, carpet adhesive, sink undercoating, caulking, two types thermal system insulations, and fire doors. Three new building materials (thermal system insulation-elbows, caulking, and fire doors) were identified as potentially containing greater than 1 percent asbestos. Six bulk samples of building materials suspected to contain asbestos were collected during this asbestos reinspection. None of the bulk samples were layered. A total of six bulk materials were analyzed during the reinspection survey. Samples were analyzed for asbestos using polarized light microscopy by the Federal Occupational Health National Environmental Reference Laboratory in Denver, Colorado.

Laboratory analytical results indicated that asbestos was detected in five of the building materials sampled during this reinspection or initial inspection. During the inspection fire doors were assumed to contain asbestos. The fire doors were not sampled due to destructive technique would be required to sample the doors. During future renovations, these fire doors should be treated as asbestos containing unless further testing proves otherwise.

The locations of the asbestos-containing joint compound, sink undercoating, caulking, thermal system insulation, and fire doors should be identified in the Asbestos Operations and Maintenance Program. The asbestos-containing joint compound sink undercoating, caulking, thermal system insulation, and fire doors should be re-inspected every three years to assess the condition of the materials. Changes in the condition of the joint compound sink undercoating, caulking, thermal system insulation, and fire doors as result of removal activities or if additional new asbestos-containing material is identified, it should be documented in the Asbestos Operations and Maintenance Program records.

Room (s)	Location of Material	Material Description	Analytical Result	Estimated Quantity	Risk Assessment Code (RAC) and Condition of Asbestos-Containing Material	Response
Entry-vestibule, reception area, public restroom, janitorial room, mechanical room, employee men's restroom, storage room, employee women's restroom, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area	Walls	Joint Compound	2-4% Chrysotile	5,418 Square Feet	4 Good and Non-Friable	Operation & Maintenance Program
Multi-purpose room	Sink	Sink Undercoating	5-10% Chrysotile	4 Square Feet	4 Good and Non-Friable	Operation & Maintenance Program

Room (s)	Location of Material	Material Description	Analytical Result	Estimated Quantity	Risk Assessment Code (RAC) and Condition of Asbestos-Containing Material	Response
Mechanical room, janitorial room, ADP room, storage room, employee women's restroom, and employee entrance area	Doors Jambs	Caulking, White	3-5% Chrysotile	6 Square Feet	4 Good and Non-Friable	Operation & Maintenance Program
Mechanical Room	Pipe Elbows	Thermal System Insulation, Gray	2-4% Chrysotile	12 Linear Feet	4 Good and Non-Friable	Operation & Maintenance Program
Mechanical room, janitorial room, employee entrance area, and staff men's restroom	Doors	Fire Doors	Assumed	5 Doors (2 doors in employee entrance area)	4 Good and Non-Friable	Operation & Maintenance Program

B. INTRODUCTION

On June 25, 2009, Manesh Patel, accredited asbestos inspector representing the U.S. Public Health Service Federal Occupational Health, conducted an asbestos reinspection at the Burlington Field Office (Social Security Administration Code 699 (GSA building number IA0115) located at 3012 Division Street in Burlington, IA 52601. The survey included reinspection of all SAA occupied spaces in the building and the mechanical spaces serving the SSA office (as well as bulk sampling of materials that potentially contained asbestos). Prior to the survey, the floor plans were reviewed.

The Burlington Field Office is located in a one story, stand-alone building and is the sole tenant. The Burlington Field Office occupies approximately 4,715 square feet. Construction of the building was completed in January 1971. In 2003, there was an addition of approximately 200 square feet to the southwest section of the building. Renovations included pouring a concrete floor, addition of exterior brick wall, and insulation of carpet and ceiling tiles. Restrooms were renovated in the 1990's. The roof is pitched and consists of asphalt shingles. The exterior walls are brick and cinderblock. The interior walls are wallboard, brick, or cinderblock. The floors are concrete and finished with carpet tile or ceramic tile. The ceilings are suspended metal-grids with lay-in white panels. The Burlington Field Office employs approximately twelve people. The building has central air conditioning and heating using a system of ductwork to distribute the supply air to the office areas. All Burlington Field Office space was inspected during the survey which included the entry-vestibule, reception area, public restroom, mechanical room, janitorial room, employee men's restroom, storage room, employee women's restroom, ADP room, multipurpose room, manager's office, assistant manager's office, employee entrance area, and open work room.

Before conducting the reinspection survey, an opening conference was conducted with Katherine Laird (manager). The union representative (Keith Evans) chose not to attend the opening conference or observe the initial inspection.

Eleven building materials suspected of containing asbestos were identified that included: ceiling tiles, wallboard, joint compound, wall vinyl base cove and associated adhesive, carpet adhesive, sink undercoating, caulking, two types thermal system insulations, and fire doors. Three new building materials (thermal system insulation-elbows caulking, and fire doors) were identified as potentially containing greater than 1 percent asbestos. Six bulk samples of building materials suspected to contain asbestos were collected during this asbestos reinspection. None of the bulk samples were layered. A total of six bulk materials were analyzed during the reinspection survey. Samples were analyzed for asbestos using polarized light microscopy by the Federal Occupational Health National Environmental Reference Laboratory in Denver, Colorado.

Laboratory analytical results indicated that asbestos was detected in five of the building materials sampled during this reinspection or initial inspection. During the inspection fire doors were assumed to contain asbestos. The fire doors were not sampled due to destructive technique would be required to sample the doors. During future renovations, these fire doors should be treated as asbestos containing unless further testing proves otherwise.

Although asbestos-containing material has been identified in this building, it is important to realize that asbestos is a health risk only when it enters the body through inhalation. Factors such as friability, location, air contact, and condition are considered when determining if asbestos-containing materials could potentially expose building occupants to airborne asbestos fibers.

C. METHODS

The survey of the facility was performed according to the Social Security Administration's protocol and 40 CFR Part 763 Subpart E (Asbestos-Containing Materials in Schools). This survey also complied with other federal standards and regulations, including those of the Occupational Safety and Health Administration and the Environmental Protection Agency.

Building materials of the same type were grouped building-wide and sampled using a random sampling plan. No outdoor building material samples were collected during this reinspection. Sample collection was minimally destructive and samples were collected from inconspicuous areas. The suspect material was thoroughly wetted and all layers of the suspect material were penetrated when taking samples. Samples were placed in sealed containers or bags. After sealing the container, the container surface was wet-wiped. All samples were assigned an identifier as required by Social Security Administration protocol. Six bulk samples of building materials suspected to contain asbestos were collected during this asbestos reinspection. None of the bulk samples were layered. A total of six bulk materials were analyzed during the reinspection survey.

Samples were analyzed by polarized light microscopy in compliance with guidelines established by the Environmental Protection Agency in its Method for the Determination of Asbestos in Bulk Building Materials (EPA-600/R-93-116) at the U.S. Public Health Service-Federal Occupational Health laboratory in Denver, Colorado. The U.S. Public Health Service-Federal Occupational Health laboratory is currently accredited for bulk asbestos analysis by the National Voluntary Laboratory Accreditation Program of the National Institute of Standards and Technology. Materials were considered to contain asbestos if the sample showed a concentration of asbestos greater than one percent.

D. RESULTS

Eleven building materials suspected of containing asbestos were identified that included: ceiling tiles, wallboard, joint compound, wall vinyl base cove and associated adhesive, carpet adhesive, sink undercoating, caulking, two types thermal system insulations, and fire doors. Three new building materials (thermal system insulation-joints, caulking, and fire doors) were identified as potentially containing greater than 1 percent asbestos. Six bulk samples of building materials suspected to contain asbestos were collected during this asbestos reinspection. None of the bulk samples were layered. A total of six bulk materials were analyzed during the reinspection survey. Samples were analyzed for asbestos using polarized light microscopy by the Federal Occupational Health National Environmental Reference Laboratory in Denver, Colorado.

Laboratory analytical results indicated that asbestos was detected in five of the building materials sampled during this reinspection or initial inspection. During the inspection fire doors were assumed to contain asbestos. The fire doors were not sampled due to destructive technique would be required to sample the doors. During future renovations, these fire doors should be treated as asbestos containing unless further testing proves otherwise.

Asbestos was detected in bulk samples of the following two suspect materials that had not been sampled during the previous inspections:

- Caulking, White
- Thermal System Insulation-Elbows, Gray

Asbestos was assumed in one suspect material.

- Fire Door

During the previous inspections the following two materials have tested positive for asbestos:

- Joint Compound
- Sink Undercoating

During the previous inspections the following materials have tested negative for asbestos:

- Ceiling Tile, 2' x 4' White
- Wallboard
- Wall Vinyl Base Cove, 4" Brown
- Adhesive associated with 4" Brown Wall Vinyl Base Cove
- Carpet Adhesive
- Thermal System Insulation-Straight Lines

The following tables: Table 1 asbestos containing materials, Table 2 negative suspect materials, and Table 3 is a comparison table summarizing changes in asbestos conditions.

Table 1: Summary of Asbestos-Containing Materials

Room (s)	Location of Material	Material Description	Estimated Quantity	Sample Number (s)	Results	Risk Assessment Code (RAC) / Condition of Asbestos-containing Material / Response
Entry-vestibule, reception area, public restroom, janitorial room, mechanical room, employee men's restroom, storage room, employee women's restroom, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area.	Walls	Joint Compound	5,418 Square Feet	Previously Sampled	2-4% Chrysotile	4 Good and Non-Friable Operation & Maintenance Program
Multi-purpose room	Sink	Sink Undercoating,	4 Square Feet	Previously Sampled (September 2003)	5-10% Chrysotile	4 Good and Non-Friable Operation & Maintenance Program
Mechanical room, janitorial room, ADP room, storage room, employee women's restroom, and employee entrance area.	Doors Jambs	Caulking, White	6 Square Feet	07-0699-A004B 07-0699-A005B 07-0699-A006B	3-5% Chrysotile	4 Good and Non-Friable Operation & Maintenance Program
Mechanical Room	Pipe Elbows	Thermal System Insulation, Gray	12 Linear Feet	07-0699-A001B 07-0699-A002B 07-0699-A003B	2-4% Chrysotile	4 Good and Non-Friable Operation & Maintenance Program
Mechanical room, janitorial room, employee entrance area, and staff men's restroom	Doors	Fire Doors	5 Doors (2 doors in employee entrance area)	Not Applicable	Assumed	4 Good and Non-Friable Operation & Maintenance Program

Table 2: Summary of Negative Materials

Room(s)	Location	Material Description	Sample Number (s)	Results
Entry-vestibule, reception area, public restroom, janitorial room, mechanical room, employee men's restroom, storage room, employee women's restroom, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area.	Ceilings	Ceiling Tile, 2' x 4 White	Previously Sampled	None Detected
Entry-vestibule, reception area, public restroom, janitorial room, mechanical room, employee men's restroom, storage room, employee women's restroom, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area.	Walls	Wallboard	Previously Sampled	None Detected
Entry-vestibule, reception area, public restroom, janitorial room, mechanical room, employee men's restroom, storage room, employee women's restroom, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area.	Walls	4" Brown Wall Vinyl Base Cove	Previously Sampled	None Detected
Entry-vestibule, reception area, public restroom, janitorial room, mechanical room, employee men's restroom, storage room, employee women's restroom, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area.	Walls	Adhesive associated with 4" Brown Wall Vinyl Base Cove	Previously Sampled	None Detected
Reception area, storage room, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area.	Floors	Carpet Adhesive	Previously Sampled	None Detected
Mechanical room	Pipes	Thermal System Insulation-Straight Lines	Previously Sampled	None Detected

Table 3: Comparison Table

Initial Inspection– September 25, 2003			Reinspection – June 25, 2009		
Material	Room(s)	Comments	Material	Room(s)	Comments
Joint Compound	Entry-vestibule, reception area, public restroom, janitorial room, mechanical room, employee men's restroom, storage room, employee women's restroom, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area.	Good Condition	Joint Compound	Entry-vestibule, reception area, public restroom, janitorial room, mechanical room, employee men's restroom, storage room, employee women's restroom, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area.	Good Condition
Sink Undercoating,	Multi-purpose room	Good Condition	Sink Undercoating	Multi-purpose room	Good Condition
			Caulking, White	Mechanical room, janitorial room, ADP room, storage room, employee women's restroom, and employee entrance area	Good Condition
			Thermal System Insulation, Gray	Mechanical Room	Good Condition
			Fire Doors	Mechanical room, janitorial room, employee entrance area, and staff men's restroom	Good Condition

E. DISCUSSION AND RECOMMENDATIONS

The joint compound and wallboard are two materials but is one integral unit and must be treated as one building material, but only the joint compound tested positive for asbestos. The joint compound contains 2-4% chrysotile asbestos. The joint compound is found in the entry-vestibule, reception area, public restroom, janitorial room, mechanical room, employee men's restroom, storage room, employee women's restroom, ADP room, multi-purpose room, manager's office, assistant manager's office, supply room, employee entrance area, and open work area. There is approximately 5,418 square feet of material. This joint compound is considered non-friable, covering non-asbestos-containing wallboard, and in good condition. The joint compound is located in high use areas of the facility but presents a low health hazard potential to building occupants due to a minimal potential for disturbance and fiber release. The assigned risk assessment codes (RAC) and response recommendations for the asbestos-containing materials are derived from established SSA criteria. This building material is assigned a risk assessment code of 4 because it is a non-friable material not requiring repair. This asbestos-containing joint compound should be placed in an Operations and Maintenance program until renovation activities require removal or laboratory analysis determines this material to be non-asbestos-containing.

The sink undercoating tested positive for asbestos. The sink undercoating contains 5-10% chrysotile asbestos. The sink undercoating is found in the multi-purpose room. There is approximately 4 square feet of material. This sink undercoating is considered non-friable, and in good condition. The sink undercoating is located in low use area of the facility and presents a low health hazard potential to building occupants due to a minimal potential for disturbance and fiber release. The assigned risk assessment codes (RAC) and response recommendations for the asbestos-containing materials are derived from established SSA criteria. This building material is assigned a risk assessment code of 4 because it is a non-friable material not requiring repair. This asbestos-containing joint compound should be placed in an Operations and Maintenance program until renovation activities require removal or laboratory analysis determines this material to be non-asbestos-containing.

The white caulking tested positive for asbestos. The caulking contains 3-5% chrysotile asbestos. The caulking is found in the mechanical room, janitorial room, ADP room, storage room, employee women's restroom, and employee entrance area. There is approximately 6 square feet of material. This caulking is considered non-friable, and in good condition. The caulking is located in high use areas of the facility, but presents a low health hazard potential to building occupants due to a minimal potential for disturbance and fiber release. The assigned risk assessment codes (RAC) and response recommendations for the asbestos-containing materials are derived from established SSA criteria. This building material is assigned a risk assessment code of 4 because it is a non-friable material not requiring repair. This asbestos-containing joint compound should be placed in an Operations and Maintenance program until renovation activities require removal or laboratory analysis determines this material to be non-asbestos-containing.

The gray thermal system insulation (elbows) tested positive for asbestos. The thermal system insulation contains 2-4% chrysotile asbestos. The thermal system insulation is found in the mechanical room. There is approximately 12 linear feet of material. This thermal system insulation is considered non-friable, and in good condition. The thermal system insulation is located in low use area of the facility and presents a low health hazard potential to building occupants due to a minimal potential for disturbance and fiber release. The assigned risk assessment codes (RAC) and response recommendations for the asbestos-containing materials are derived from established SSA criteria. This building material is assigned a risk assessment code of 4 because it is a non-friable material not requiring repair. This asbestos-containing joint compound should be placed in an Operations and Maintenance program until renovation activities require removal or laboratory analysis determines this material to be non-asbestos-containing.

The fire doors were identified as assumed asbestos containing. The fire doors were found in the mechanical room, janitorial room, employee entrance area, and staff men's restroom. During future renovations, these fire doors should be treated as asbestos containing unless further testing proves otherwise. This fire doors are considered non-friable and in good condition. The fire doors are located in high use areas of the facility, but present a low health hazard potential to building occupants due to a minimal potential for disturbance and fiber

release. The assigned risk assessment codes (RAC) and response recommendations for the asbestos-containing materials are derived from established SSA criteria. This building material is assigned a risk assessment code of 4 because it is a non-friable material not requiring repair. This asbestos-containing material should be placed in an Operations and Maintenance program until renovation activities require removal or laboratory analysis determines this material to be non-asbestos-containing.

The existence of the asbestos-containing building materials in the facility does indicate the need for an Operations and Maintenance Program. The Operations and Maintenance Program should include the type, location, condition, and risk assessment of the material. Further, the Program should include a provision for the office to be reinspected every three years to assess the condition of the asbestos-containing material, determine if any asbestos-containing material has been removed, identify any areas that were renovated and revealed asbestos-containing materials, and determine if all appropriate records have been maintained. Employees should be informed of the locations of the asbestos-containing materials and the provisions of the Operation and Maintenance Program. Any repair/disturbance of the asbestos-containing materials should be through work order, by trained personnel, after hours. Finally, it is important to note that not all asbestos-containing materials may have been identified due to inaccessibility or their association with another building material.

F. SUPPORTING DOCUMENTS

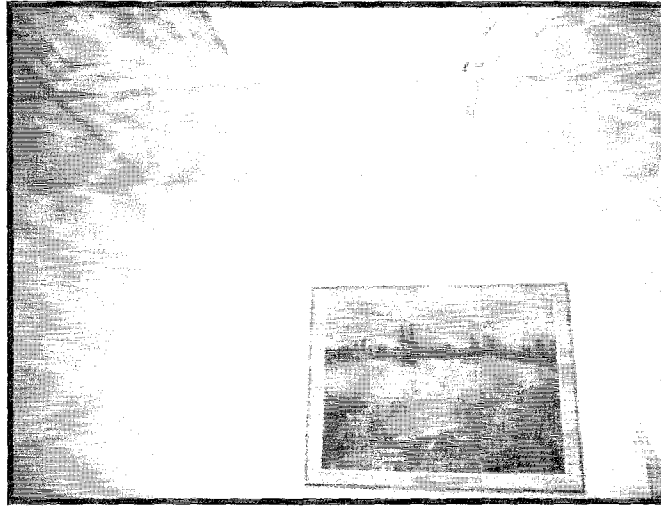
The following supporting documents are attached to the report:

Photographs (5 pages)

Laboratory Report (3 pages)

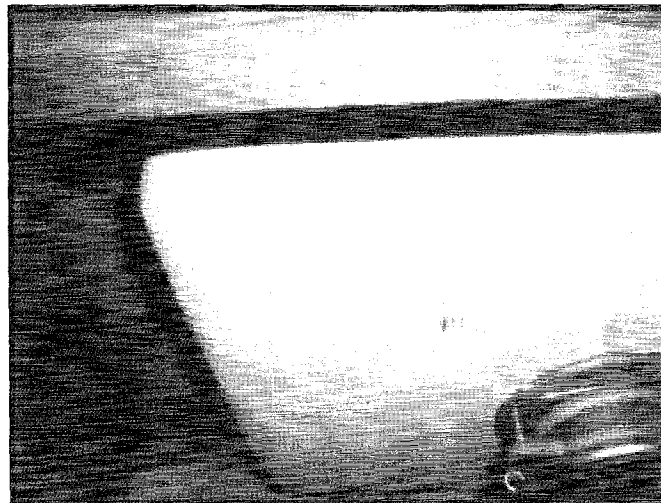
Sample Locations Floor Plan (1 page)

ASBESTOS-CONTAINING MATERIAL PHOTOGRAPHS



Photograph 1

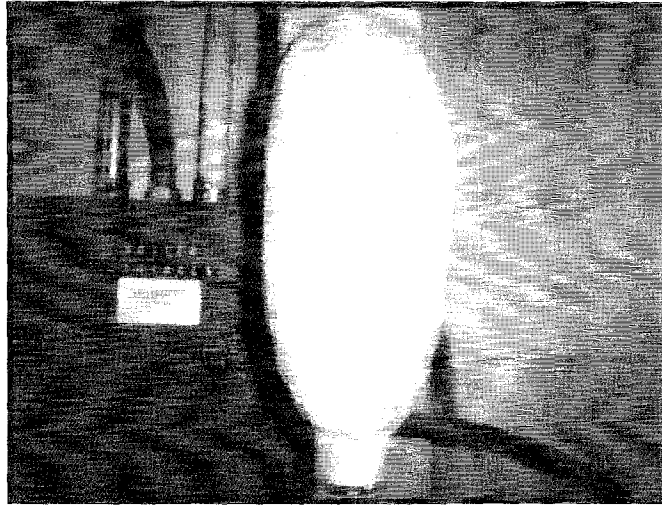
**Previously Sampled (September 2003)
JOINT COMPOUND**



Photograph 2

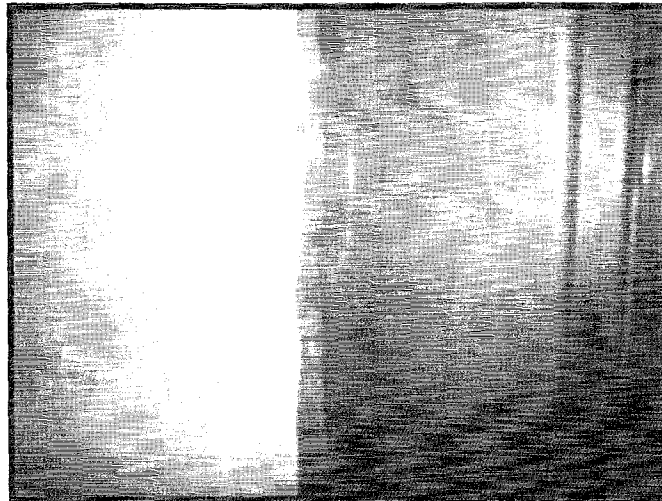
**Previously Sampled (September 2003)
SINK UNDERCOATING**

ASBESTOS-CONTAINING MATERIAL PHOTOGRAPHS



Photograph 3

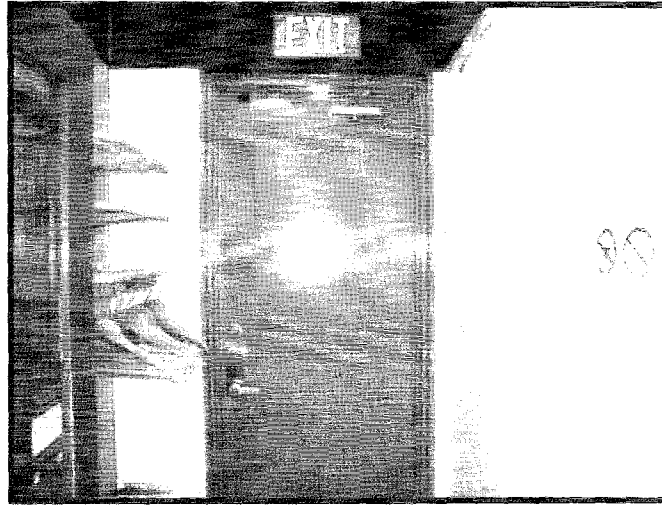
Sample No. 07-0699-A001B-A003B
THERMAL SYSTEM INSULATION-ELBOWS, Gray



Photograph 4

Sample No. 07-0699-A004B-A006B
CAULKING, White

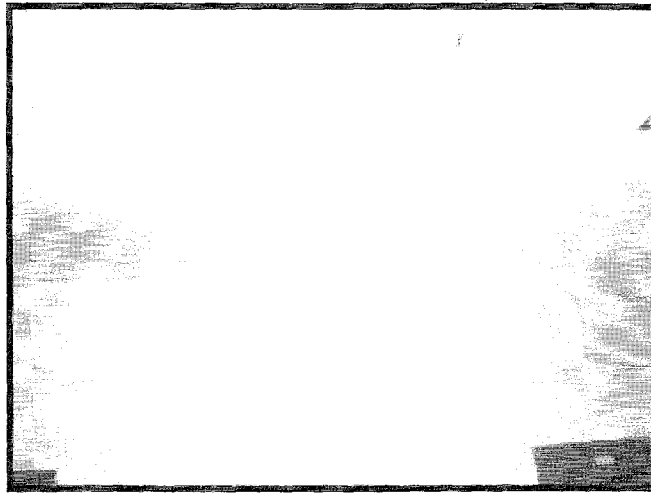
ASBESTOS-CONTAINING MATERIAL PHOTOGRAPH



Photograph 5

**Not Sampled, Assumed to be Asbestos-containing
FIRE DOORS**

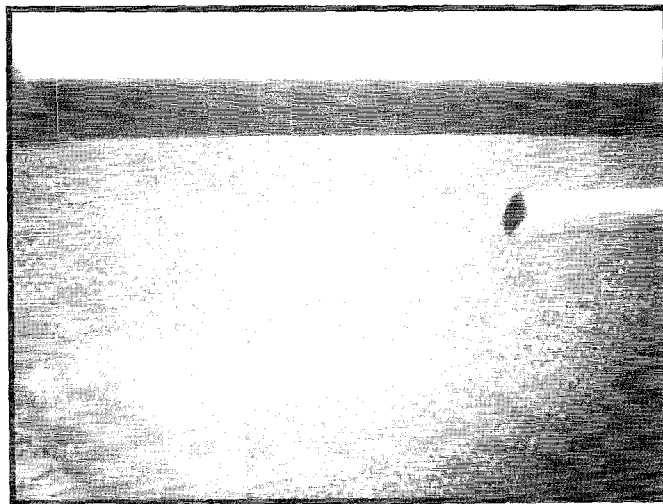
NEGATIVE MATERIAL PHOTOGRAPHS



Photograph 1

Previously Sampled (September 2003)
CEILING TILE, 2' x 4' White

Previously Sampled (September 2003)
WALLBOARD, Walls



Photograph 2

Previously Sampled (September 2003)
WALL VINYL BASE COVE & ADHESIVE, 4", Brown wall vinyl base cove & associated adhesive

Previously Sampled (September 2003)
CARPET TILE ADHESIVE

NEGATIVE MATERIAL PHOTOGRAPHS



Photograph 3

Previously Sampled (September 2003)
THERMAL SYSTEM INSULATION-STRAIGHT LINES



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center

July 17, 2009

Federal Occupational Health Service
PO Box 25145
Bldg 41, Ent E-1, Rm 190
Denver Federal Center
Denver Co 80225-0145
Phone: 303-236-0076 x 603
Fax: 303-236-3440

LGN B0989641

Manesh Patel
Federal Occupational Health
1301 Young Street, Suite 772
Dallas, TX 75202

Dear Mr. Patel:

Enclosed are the results of the analysis of 6 bulk materials from the Social Security Administration field office 699, Burlington IA, submitted to the Division of Federal Occupational Health (DFOH) National Environmental Reference Laboratory (NERL) Asbestos/Fine Particle Analytical Division in Denver, Colorado, for asbestos analysis. These samples were received at NERL on July 2, 2009. The methods used for this evaluation involve stereo- and polarized-light microscopy (PLM) in compliance with guidelines established by EPA in its Method For The Determination Of Asbestos In Bulk Building Materials (EPA-600/R-93-116). The DFOH laboratory services are currently accredited for bulk asbestos analysis by the National Voluntary Laboratory Accreditation Program (NVLAP) of the National Institute of Standards and Technology (NIST). This report may not be used to claim product endorsement by NVLAP or any other U.S. Government agency. This report may not be reproduced except in full, and not without written approval of NERL. Our NVLAP laboratory code number is 101593-0.

The results given, which pertain only to the materials submitted for testing, are listed in Table 1. Details of this report will not be issued to any person or agency not associated with you or the SSA. The EPA method guidelines were developed for use in evaluating friable materials. Point-count reanalysis of materials is recommended to confirm trace or low-percentage PLM results. If you have questions regarding the content of this report, analytical procedures or methods, asbestos evaluation or abatement, please contact NERL directly at (303) 236-3455 ext 603.

Samples were received with no sample numbers on sample bags. Numbers A001 through A006 were assigned by NERL.

LABORATORY DIRECTOR

Lou Church
Microscopist

LT. ROBERT GIBBS, MS REHS
Senior Program Manager

TABLE 1

DIVISION OF FEDERAL OCCUPATIONAL HEALTH
NERL/AFPAD POLARIZED LIGHT MICROSCOPY (PLM) BRANCH

LGN: B0989641

PROJECT I.D.: Social Security Administration
Burlington Field Office 699, 3012 Division Street
Burlington, Iowa

REPORT DATE: July 16, 2009

NVLAP LAB CODE: 101593-0

SAMPLE NUMBER	ASBESTOS PRESENT?	-----Estimated % Composition-----		
		ASBESTIFORM MINERAL FIBERS	OTHER FIBROUS CONSTITUENTS	TOTAL % ASBESTOS
Samples were received with no sample numbers on sample bags. Numbers A001 through A006 were assigned by NERL.				

07-0699-A001B: Yes				
Insulation: gray, heterogeneous, friable, fibrous		Chrysotile 2-4	Cellulose 20 Fibrous glass 10	2-4

07-0699-A002B: No				
Insulation: gray, heterogeneous, friable, fibrous		None Detected	Cellulose 20 Fibrous glass 10	0

07-0699-A003B: No				
Insulation: gray, heterogeneous, friable, fibrous		None Detected	Cellulose 20 Fibrous glass 10	0

07-0699-A004B: Yes				
Caulk: white, homogeneous, nonfriable, nonfibrous		Chrysotile 3-5	None	3-5

07-0699-A005B: Yes				
Caulk: white, homogeneous, nonfriable, nonfibrous		Chrysotile 3-5	None	3-5

07-0699-A006B: Yes				
Caulk: white, homogeneous, nonfriable, nonfibrous		Chrysotile 3-5	None	3-5

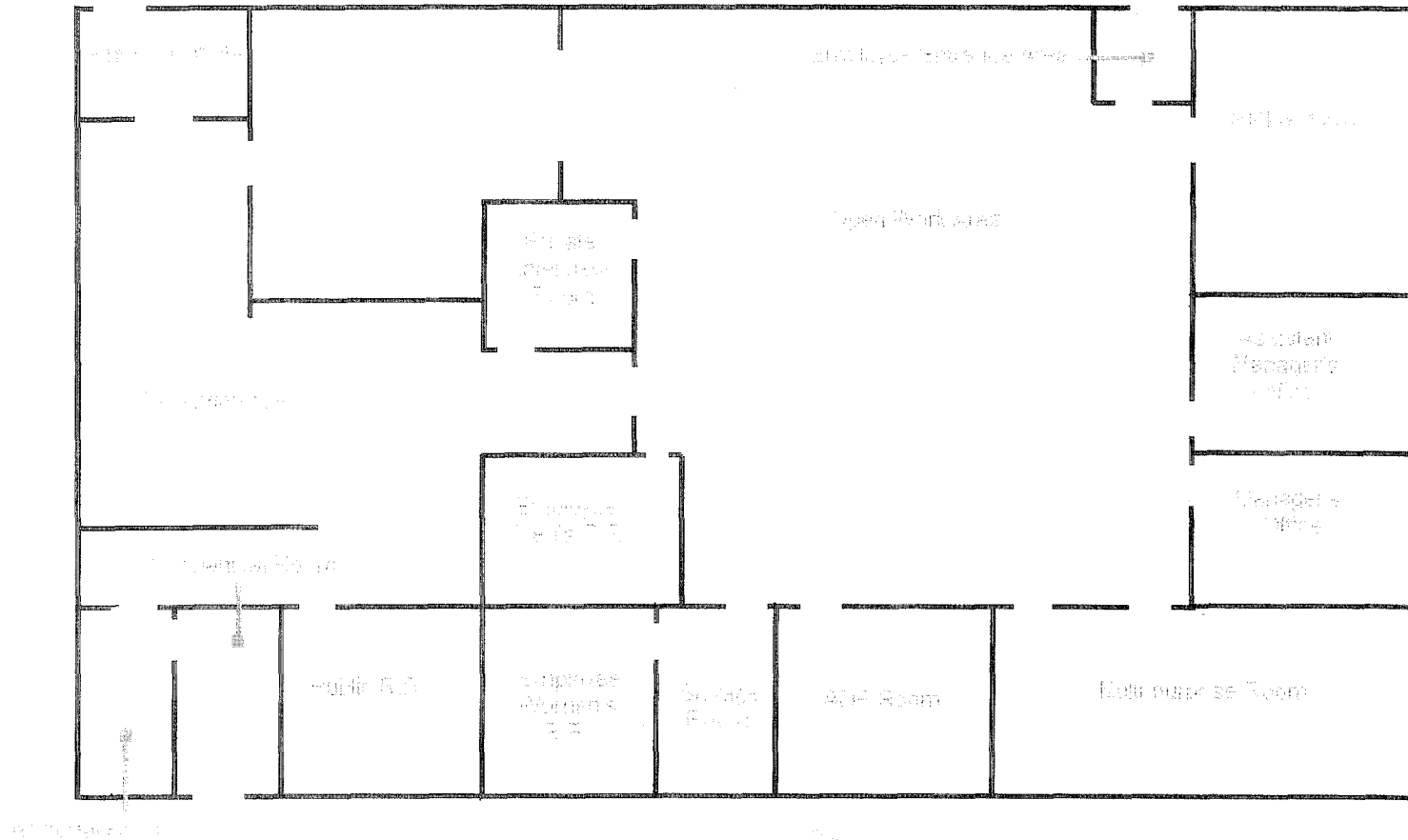
End of Document				

US PUBLIC HEALTH SERVICE, FEDERAL OCCUPATIONAL HEALTH CHAIN-OF-CUSTODY / FIELD DATA SHEET

Building 41, Room 180, POB 25145 Denver Federal Center Denver, CO 80225-0145 Tel: (303)-236-3456 ext. 603 Fax: (303)-236-3440 Attn: Mark Steiner		Agreement No.: A115852 Statement of Work No.: S115854 Project No.: P144261 Agency/Project: SSA		For Lab Use Only Project /Report #: B0989641 Due Date: Samples Received Chilled? YES NO (circle one)		Conditions on Receipt with Name & Date																																																																																																																				
Name: Scott Fontenarosa Address: 1301 Young St., Suite 772 Dallas, TX 75202 Phone/Fax: 214-767-3577 / 214-767-0002 Email: sfontenarosa@pec.gov		Name: Burlington FO Location: 3012 Division St. (City, State): Burlington, IA 52601		Container Types: P-Plastic, G-Glass, V-VOC Preservatives: A-None, B-H₂SO₄, C-HNO₃, D-NaOH		STD- Standard R- Rush* 2D- Two Day Rush* ND- Next Day Rush* SD- Same Day Rush* WH- Weekend/Holiday*																																																																																																																				
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COMMENTS: sample bags received with no sample numbers.																																																																																																																										

* Applied to non-viable microbiological samples only. * Applied to asbestos samples, SD: 2-hour PLM/PCM, 6-hour TEM; ND: 24-hour; R: 3-5 business days.

BURLINGTON IOWA FIELD OFFICE
SAMPLE LOCATIONS AND POSITIVE MATERIALS
 (The following prefix goes in front of each sample number, 07-0699-A0)



Green Text-Sample Locations

Red Text-Positive Materials



ASBESTOS OPERATIONS, MAINTENANCE, AND REPAIR PLAN

**BURLINGTON, IA FIELD OFFICE
SOCIAL SECURITY ADMINISTRATION
3012 DIVISION STREET
BURLINGTON, IOWA 52601
SOCIAL SECURITY ADMINISTRATION CODE 699**

GSA BUILDING NUMBER IA0115

NOVEMBER 3, 2009

Introduction

This document is an Operations, Maintenance, and Repair Plan (OMRP) for managing asbestos-containing materials (ACM) identified in the Social Security Administration Burlington Field Office (SSA Code 699, GSA Building #0115) located at 3012 Division Street, Burlington, Iowa 52601. The single most important part of the OMRP is to understand that if ACM is not disturbed, airborne fibers will not be dispersed into the air and occupants will not be at risk of exposure.

Asbestos in the Building

ACM was identified at the Burlington, IA Field Office. While asbestos-containing materials are present in this facility, that does not mean anyone is at risk from exposure to the material being present. The mere presence of ACM in an office is not indicative of exposure or risk. Asbestos is only a threat if asbestos fibers are introduced in the air in a great enough quantity, and the fibers are inhaled. The excessive inhalation of asbestos fibers can cause asbestos-related disease. In general, Social Security Administration office personnel will not be confronted with situations where there are risks of contamination and exposure. The primary functions of Social Security Administration staff will be to avoid disturbing asbestos-containing materials and to report any evidence of disturbance or damage of asbestos-containing materials to the Office Manager. Emergency calls and questions concerning asbestos can be directed to the contacts noted on page eight of the OMRP. As the result of the presence of ACM, this OMRP will help to safeguard building occupants and visitors. This OMRP is SSA's method for the control of ACM in Burlington Field Office. The types of material in which the asbestos has been incorporated and the locations of those asbestos-containing materials are noted below and can also be found in the Executive Summary of the most recent asbestos report. The Office Manager or the designee of management plays a key role in the OMRP by coordinating the Plan at the facility and keeping employees, the local union, visitors, and contractors abreast of any information and activities relevant to asbestos at this location. Again, the single most important part of the OMRP is to understand that if the asbestos-containing material is not disturbed, airborne fibers will not be dispersed into the air. This is critically important if renovations or repairs are going to be made in the building, and it underlines the need to be aware and involved as necessary in all alterations and repairs that may disturb asbestos-containing material.

What asbestos-containing material was found? Where was it found? In what condition was it found? What precautions should be taken to minimize any potential exposures?

The types of asbestos-containing materials, their locations, their conditions, and precautions include:

<ul style="list-style-type: none">• Joint Compound on the walls throughout the office was found in good condition.• Sink undercoating in the multi-purpose room was found in good condition.• White caulking around the door frames throughout the office was found in good condition.• Thermal system insulated pipe elbows in the mechanical room were found in good condition.• Fire doors throughout the office were found in good condition.	<p>The asbestos-containing material should be managed in place. Do not remove or disturb the material. If work is planned during which the material will be disturbed contact the regional asbestos coordinator. Those performing work that may impact the asbestos-containing materials may do so only after completing the requisite training. All such work must follow procedures that will prevent or minimize asbestos fiber release.</p>
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How is the Social Security Administration's asbestos program managed?

The Asbestos Program Manager is the individual responsible for managing the overall program and acts as the decision-maker on all routine, as well as emergency, asbestos-related matters. He/she will work in conjunction with the regional Social Security Administration facilities staff, the General Services Administration, and the on-site office manager of the facility, when facing abatement or monitoring needs. The Asbestos Program Manager will rely on many individuals to keep him/her abreast of, and maintain accurate files on changing needs and specific requirements and activities related to this Operations, Maintenance and Repair Plan. As of the date of this OMRP, the Asbestos Program Manager is the Director of the Division of Industrial Hygiene. He will be available during most working hours and can be contacted at 410.965.8892 or through the Environmental Hotline (410.966.7026).

The Regional Asbestos Coordinator will, in many cases, act as a liaison between the Asbestos Program Manager, the General Services Administration, and the Field Offices. The Regional Asbestos Coordinator will notify the Asbestos Program Manager or Division of Industrial Hygiene and the Office Manager of any planned renovations or relocations, coordinate the appropriate training for Social Security Administration employees, as well as provide assistance and guidance to Office Managers on issues concerning asbestos. As of the date of this OMRP, the Regional Asbestos Coordinator is Lola McKinnon. She can be contacted at 816-936-5512.

What is the purpose of an Operations, Maintenance, and Repair Plan?

The purpose of the Operations, Maintenance, and Repair Plan is to minimize the exposure of Social Security Administration employees and the public to asbestos fibers. To accomplish this the Operations, Maintenance, and Repair Plan specifies ways to:

- Monitor the condition of the asbestos-containing material.
- Maintain asbestos-containing material in good condition,
- Prevent the release of asbestos fibers, and
- Ensure the proper cleanup of asbestos debris, if any, that have been created.

Role and Responsibilities of the Office Manager or the management designee associated with the Operations, Maintenance, and Repair Plan.

The primary responsibilities of the Office Manager or the management designee include:

- Carefully monitor and document all activities that may impact any of the asbestos-containing materials identified in the facility.
- Notify Social Security Administration employees of the location of all asbestos-containing materials, advise of any precautions that should be taken, and keep abreast of any information or activities relevant to asbestos at this location.

- Advise new employees of the Social Security Administration's asbestos program and make the Asbestos Awareness Training Video available to those new employees. NOTE: If you do not have a copy of the asbestos awareness video or the literature that accompanies the video, contact Field Services or the Division of Industrial Hygiene.
- Immediately notify the Social Security Administration Regional Asbestos Coordinator of any unplanned or emergency repairs and renovations performed by the lessor. If the Regional Coordinator is not available to take the call or if the Regional Coordinator is unsure of how to respond to the situation, contact the Division of Industrial Hygiene. Refer to the list of *Important Contacts* below.
- Notify the Social Security Administration Regional Asbestos Coordinator of the start of any repairs and renovations that may impact asbestos-containing materials.
- Forward employee questions and concerns about asbestos to the Social Security Administration Regional Asbestos Coordinator or the Division of Industrial Hygiene.

Role and responsibilities of the Social Security Administration Field Office Staff associated with the Operations, Maintenance, and Repair Plan.

The primary responsibilities of the Social Security Administration Field Office Staff include:

- Avoid disturbing asbestos-containing materials.
- Immediately report any evidence of disturbance or damage of asbestos-containing materials to the Office Manager or the management designee responsible for asbestos issues.

Role and responsibilities of the Regional Asbestos Coordinator associated with the Operations, Maintenance, and Repair Plan.

The primary responsibilities of the Regional Asbestos Coordinator include:

- Review all asbestos reports to become familiar with the type and locations of asbestos-containing materials and the recommended work practices. Archive all asbestos reports for reference.
- Forward a copy of all reports related to asbestos to the respective Office Manager, General Services Administration, and Labor Management Relations for release to Union officials.
- Immediately notify the Office Manager of any projects (e.g., repairs or renovations of the facility) that may impact the asbestos-containing material.
- Coordinate the appropriate training for those Social Security Administration employees whose duties may disturb asbestos-containing materials.

- Immediately notify the Asbestos Program Manager or Division of Industrial Hygiene of any planned renovations or relocations.
- Immediately notify the General Services Administration and the Asbestos Program Manager/Division of Industrial Hygiene of any unplanned or emergency repairs that impact asbestos-containing materials.
- Immediately notify General Services Administration, the lessor, and the Asbestos Program Manager/Division of Industrial Hygiene of any emergencies related to asbestos.
- Notify the General Services Administration of planned asbestos inspections.
- Provide assistance and guidance to Office Managers on issues concerning asbestos.

Role and responsibilities of the Office of Environmental Health and Occupational Safety's Industrial Hygiene Staff associated with the Operations, Maintenance, and Repair Plan.

The Director of the Division of Industrial Hygiene will fulfill the role of the Asbestos Program Manager. Further, the Division of Industrial Hygiene manages all facets of the Social Security Administration's Asbestos Program, including:

- Coordinating asbestos inspections and related site visits with the U.S. Public Health Service-Division of Federal Occupational Health.
- Reviewing and requesting clarifications of the reports resulting from those asbestos inspections and related site visits, as well as distributing those reports to the Regional Asbestos Coordinators.
- Preparing and distributing Operations, Maintenance, and Repair Plans to the Regional Asbestos Coordinators.
- Ensuring that appropriate training is available to new employees and to those Social Security Administration employees whose duties may involve the disturbance of asbestos-containing materials.
- Scheduling and coordinating oversight of projects where the duties of Social Security Administration employees may involve the disturbance of asbestos-containing materials.
- Developing and implementing a Respiratory Protection Program and Medical Surveillance Program for those Social Security Administration employees whose duties may involve the disturbance of asbestos-containing materials.
- Notifying the Office Manager, the management designee responsible for asbestos issues, Social Security Administration Regional Asbestos Coordinators, and the General Services Administration of any imminent danger, required repair, and follow-up activities.

- Providing information and responses to all Social Security Administration employees' questions and concerns about asbestos.

Role and responsibilities of the General Services Administration associated with the Social Security Administration's Operations, Maintenance, and Repair Plan.

The General Services Administration acts as an advocate for the Social Security Administration and a liaison between the Social Security Administration and the lessor. The General Services Administration will:

- Provide copies of asbestos reports, findings, and the Operations, Maintenance, and Repair Plan to the lessor.
- When required, coordinate the repair or removal asbestos-containing materials. When such work must be conducted the General Services Administration ensures that people performing such work are qualified and meet the standards of the Social Security Administration.
- Notify the lessor of the results of asbestos inspections.

Roles and responsibilities of the lessor if asbestos-containing materials are found in the building.

The Lessor will:

- Notify affected employees of the lessor and of any contractors of the location and condition of asbestos-containing materials in the building before any work that may disturb asbestos-containing materials begins.
- Provide appropriate training and ensure that the lessor and contract employees follow the work practices prescribed by SSA or in lieu of such guidance, those practices articulated by the National Institute of Building Sciences, the Environmental Protection Agency, the Occupational Safety and Health Administration, etc., to prevent or minimize the release of asbestos fibers.
- Identify the asbestos-containing materials in the building with appropriate signs or labels where practical, e.g., pipe insulation, boiler and duct insulation (the labeling of materials such as floor tile, fire doors, mastic, wallboard, joint compound may not be reasonable).
- Inform the General Services Administration of maintenance activity that is expected to disturb asbestos-containing materials. If the General Services Administration is not available, contact the Asbestos Program Manager, the Social Security Administration Regional Asbestos Coordinator, and the Field Office Manager, of maintenance activity that is expected to disturb asbestos-containing materials.
- Comply with all relevant federal, state, and local laws, statutes, standards, regulations, etc., concerning the management of asbestos-containing materials.

What constitutes “disturbing” asbestos-containing material?

Disturbing asbestos-containing material is physically contacting the asbestos-containing material so that it is likely the material will release asbestos fibers into the air (e.g., physical impact, gouging, puncturing, scraping, etc.) and the contact causes the falling or dislodging of noticeable amounts of asbestos-containing material that is easily crumbled or reduced to powder by hand pressure or physical impact causes the release of a visible cloud of dust. The falling or dislodging of 3 square feet of friable asbestos-containing material or 3 linear feet of friable asbestos-containing pipe insulation must be considered a potentially serious exposure risk.

What do you do when you see asbestos-containing material that has been disturbed?

If you observe evidence that an asbestos-containing material has been disturbed, don't panic. Isolate the area in which the material was disturbed if possible and restrict access. Immediately contact the Regional Asbestos Coordinator. If the Regional Coordinator is not available, contact the Division of Industrial Hygiene.

Training for Social Security Administration employees.

The Office Manager or the management designee responsible for asbestos issues informs office staff of the location of all asbestos-containing materials, advises them of any precautions that should be taken, and keeps them abreast of any information or activities relevant to asbestos at the location. General asbestos awareness training, in the form of a video and written material, will be made available to all office personnel through the Office Manager.

In what types of work practices and precautions will Social Security Administration Field Office employees be involved?

In general, Social Security Administration Office personnel will not be confronted with situations where there are risks of contamination. Employees should avoid disturbing asbestos-containing materials (e.g., hanging things from supports of a suspended ceiling if asbestos-containing material has been found in the ceiling space) and to report any evidence of disturbance or damage of asbestos-containing materials to the Office Manager.

IMPORTANT CONTACTS AND PHONE NUMBERS

EMERGENCY:	REGIONAL ASBESTOS COORDINATOR	816.936.5512
	ON CALL INDUSTRIAL HYGIENIST CELLULAR PHONE	410.336.4510
	OFFICE OF ENVIRONMENTAL POLICY Monday through Friday, 7:00 a.m. – 5:00 p.m.	410.965.2100
TECHNICAL:	ENVIRONMENTAL HOTLINE	410.966.7026
	ASBESTOS PROGRAM MANAGER	410.965.8892
	ASBESTOS PROJECT COORDINATOR	410.966.1787

The Regional Asbestos Coordinator or the environmental safety and health staff at the Social Security Administration's headquarters can answer your questions about asbestos. In the case of an emergency contact the Social Security Administration's Regional Asbestos Coordinator immediately. If the Regional Coordinator is not able to take your call or if the Regional Coordinator is not capable of handling the situation, contact the Industrial Hygiene Staff through the On-Call Industrial Hygienist or the Office of Environmental Policy. For questions concerning planned repairs or renovations potentially impacting asbestos-containing materials, asbestos surveys, Operations, Maintenance, and Repair reports, exposures, health effects, standards, as well as the Social Security Administration's policies regarding asbestos, contact the technical resources noted above.

**CONTRACTOR NOTIFICATION OF THE PRESENCE OF ASBESTOS AND TRAINING
REQUIREMENTS**

**BURLINGTON, IA FIELD OFFICE (699)
SOCIAL SECURITY ADMINISTRATION
3012 DIVISION STREET
BURLINGTON, IOWA 52601**

CONTRACT COMPANY NAME AND ADDRESS: _____

CONTRACT COMPANY PHONE NUMBER: _____

LOCATION AND DESCRIPTION OF WORK: _____

Asbestos-containing materials have been identified in this building. The asbestos-containing materials, locations, their condition, are identified in the attached table (from page two of the OMRP dated November 3, 2009).

I acknowledge and understand that I will: perform duties that may disturb asbestos-containing materials only after completing the requisite asbestos training, perform such duties according to work practices that will prevent or minimize asbestos fiber release, and immediately report any incident in which asbestos fibers may have been released to the Office Manager.

Signature of Contractor or Contractor's Employee: _____

Printed Name of Contractor or Contractor's Employee: _____

Signature of Office Manager or Designee: _____

Date: _____

What asbestos-containing material was found? Where was it found? In what condition was it found? What precautions should be taken to minimize any potential exposures?

The types of asbestos-containing materials, their locations, their conditions, and precautions include:

<ul style="list-style-type: none">• Joint Compound on the walls throughout the office was found in good condition.• Sink undercoating in the multi-purpose room was found in good condition.• White caulking around the door frames throughout the office was found in good condition.• Thermal system insulated pipe elbows in the mechanical room were found in good condition.• Fire doors throughout the office were found in good condition.	<p>The asbestos-containing material should be managed in place. Do not remove or disturb the material. If work is planned during which the material will be disturbed contact the regional asbestos coordinator. Those performing work that may impact the asbestos-containing materials may do so only after completing the requisite training. All such work must follow procedures that will prevent or minimize asbestos fiber release.</p>
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